



Office of the Sheriff

BRETT E. MCGUIRE

PALO PINTO COUNTY

Law Enforcement Center, 420 Cedar St.

P. O. Box 279

Palo Pinto, Texas 76484



OFFICE OF THE SHERIFF PALO PINTO COUNTY

POSITION: DETENTION OFFICER – Full/Part Time

DEFINITION: A full-time employee certified as a jailer as determined by the Texas Commission on Law Enforcement Officer Standards and Education. This employee reports directly to the Detention Supervisor on his/her shift.

RESPONSIBILITIES AND DUTIES: The Detention Officer is responsible for the safe keeping of all inmates on his/her shift. He/She must conduct headcounts; check rosters and the board for cell assignments and accuracy. This employee will book inmates, search inmates and classify inmates. The Detention Officer will do the property inventory, medical history, and suicide screening of inmates. This employee will fingerprint and photograph inmates, release property/money to inmates and complete bond records. This employee will also make jail checks to ensure safety of prisoners and security of the facility. He/She must complete meal counts and pass out meals during the shift. Collect trays and account for any missing items. This employee must retrieve and replace inmates as needed by the jail staff, officers, attorneys and the courts. The Detention Officer will perform shakedowns of cellblocks, roof, and jail grounds for contraband and for evidence of escape attempts. This employee must do pat downs every time inmates return to the secured section of the jail. This employee will make disciplinary reports, receive grievances, and respond to all emergency reports from the cells and all fire alarms. He/She must maintain peace within the facility and deal with inmates in a professional and ethical manner.

Requirements: Must be at least 18 years of age, have a high school diploma or equivalent GED, have a valid driver's license and have no criminal history.

Training/Licensing: No previous training or experience required, on the job training, a temporary Jailers License will be issued by the TCJS and must complete and pass a certified county jailers course and pass the TCOLE examination within one year.

Schedule: Twelve hour shifts from 6:00 am to 6:00 pm and from 6:00 pm to 6:00 am. Will work a total of 84 hours in each two week pay period with a three day weekend every other week.

Benefits: Medical, dental and vision insurance, TCDRS retirement, 11 paid holidays, two weeks paid vacation, uniforms.

Pay Rate: \$20.79 per hour – full time, \$17.33 per hour – part time.